

STATE OF CALIFORNIA

MEMO



**To: FISCAL COMMITTEE
VICTORIA RUSNAK, CHAIR
ANTHONY A. BATARSE, JR, MEMBER**

Date: December 26, 2017

From: DAWN KINDEL

**Subject: CONSIDERATION OF OUT-OF-STATE TRAVEL PLANS FOR
FISCAL YEAR 2018/2019**

BACKGROUND

It is the policy of the Board to review and approve all out-of-state travel plans. State policy mandates that out-of-state travel be mission critical or must be beneficial to the state.

CONSIDERATIONS

Board staff is prepared to submit travel proposals for four trips in FY 18/19.

- Two trip requests are for the Executive Director and one staff member to attend the National Association of Motor Vehicle Boards and Commissions Fall Workshop. This workshop is tentatively scheduled to be held in New Orleans, Louisiana in September or October of 2018.
- Two trip requests are for the Executive Director and one Board member to attend the Recreational Vehicle Industry Association's 56th National Trade Show which will take place in Louisville, Kentucky in late November 2018.

If all four trips are taken, staff estimates the expense will be approximately \$7,000.

Staff will submit the requests to the Department of Motor Vehicles, the California State Transportation Agency, the Department of Finance and the Governor's office for final approval. Once final administration approval is received, the Executive Committee will authorize which individuals will actually attend.

RECOMMENDATION

It is recommended that the Board approve these travel requests.

If you have any questions, please contact me at (916) 323-7201

cc: Ramon Alvarez, C., President

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